



**NEW HAMPSHIRE  
CHARITABLE FOUNDATION**

**NORTH COUNTRY REGION**

**The Neil and Louise Tillotson Fund Grant Application Guidelines**

**GEOGRAPHIC REGION SERVED**

Organizations providing services to New Hampshire's North Country are encouraged to apply for funding (see Eligibility section below). Colebrook, Pittsburg, Clarksville, Stewartstown, Dixville and other towns in Coos County, NH and bordering communities in Vermont, Maine and Canada are a priority for the Fund.

**OVERALL GRANT PROGRAM GOALS**

- Strengthen existing institutions in the North Country region
- Address gaps in services to meet community needs
- Support and strengthen existing community leaders, and invest in development of new and emerging leadership
- Strengthen ability of communities and individuals to impact public policy
- Preserve and enhance the natural, cultural and social assets of the North Country.
- Leverage public and private funding

**SPECIFIC FUNDING PRIORITIES**

Economic Development

The Fund will give priority to organizations and programs which:

- Strengthen the region's infrastructure for economic growth (including but not limited to technology, workforce development, transit and transportation, communication and quality health care access)
- Provide support for entrepreneurs and small business owners (including but not limited to access to capital and technical assistance)
- Increase and enhance public use of the region's rich natural, cultural and recreational resources (including but not limited to promotion and marketing)

Conservation and Sustainable Forestry

The Fund will give priority to organizations and programs which:

- Blend economic development with stewardship of natural and cultural resources
- Engage local, regional and national partners
- Utilize sound science and existing conservation frameworks

Education

The Fund will give priority to organizations and programs which:

- Emphasize project-based and community-based learning
- Support smaller school communities and learning environments to enhance communication, provide opportunities for collaboration and foster meaningful relationships
- Provide opportunities for students to set and achieve goals in a broad range of activities
- Emphasize the development of strong social networks within schools and between schools and community
- Provide leadership development (school boards, administration, teachers, students, parents)
- Support and develop North Country youth and young adults inside and outside of the school environment

Basic Needs and Community Safety Net

The Fund will give priority to organizations and programs which:

- Improve access to quality health and mental health care services
- Provide support for families and children at risk (including but not limited to parenting support and child care)
- Expand opportunities for shelter and housing

**GRANT SIZE**

The Neil and Louise Tillotson Fund will award grants of up to \$100,000. Multiyear grants up to three years (up to \$100,000 a year for three years) will be considered for work that spans longer than 12 months.



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#### HOW TO APPLY

##### Grant proposals up to \$15,000

- Apply through the **Community Impact Grant** application process for the North Country Region of New Hampshire Charitable Foundation. (Application guidelines may be found at [www.nhcf.org](http://www.nhcf.org) )
- Applications which address the fund's "Basic Needs and Community Safety Net" priority are of special interest
- Application deadlines:
  - **September 1, 2006** (grants awarded December 2006)
  - **March 1, 2007** (grants awarded June 2007)

##### Grant proposals over \$15,000 up to \$100,000 (please provide two copies of each document mentioned below)

- Completed "Neil and Louise Tillotson Fund" Cover sheet (found at [www.nhcf.org](http://www.nhcf.org) )
- Brief concept paper and attachments (no more than 4 pages total) which includes the following:
  - Brief description of proposed project or purpose of funding request
  - Brief description of community need for the proposed project
  - Brief description of the applicant organization's qualifications to carry out grant purpose
  - Budget showing income and expenses for the work
- And the following six attachments:
  - IRS 501(c)3 letter or other proof of organization eligibility to apply (see below)
  - Project budget showing income and expenses for the proposed work. (If applying for a multiyear grant, show budget for each year covered by your proposal. If applying for an operating grant, no project budget is required. )
  - Current operating budget for organization. (If applying for a multiyear grant, show budget for each year covered by your proposal.)
  - Completed New Hampshire Nonprofit Checklist (found at [www.nhcf.org](http://www.nhcf.org) )
  - Most recent financial statement or audit for organization.
  - Current list of board members with affiliations and phone numbers.
  - Additional requirement for operating grants only: submit a board-approved strategic plan discussing your goals, activities and measurable outcomes for the grant period.
- Submit to: Neil and Louise Tillotson Fund Grant Program, New Hampshire Charitable Foundation, 37 Pleasant Street, Concord, NH 03301
- Application deadlines:
  - **September 15, 2006** (final grant awards in January 2007)
  - **March 1, 2007** (final grant awards in July 2007)

#### ACTIVITIES SUPPORTED

- Specific projects
- Operating expenses
- Organizational capacity building
- Capital needs
- Planning and evaluation

#### ELIGIBILITY

Organizations recognized as tax-exempt by the IRS are eligible, including nonprofit organizations with 501(c)(3) status and tax-exempt public institutions and municipal agencies. Other community groups and organizations which do not have 501(c)(3) status may apply for funding if a 501(c)(3) organization or public agency acts as their fiscal sponsor.

Proof of eligibility such as IRS tax determination letter, or documentation that the organization is a public agency or has a fiscal sponsor, should be included with all grant proposals.

#### FOR MORE INFORMATION

Please visit [www.nhcf.org](http://www.nhcf.org) for application materials and "Frequently Asked Questions." For additional questions please contact Judy Burrows at 603-225-6641 ext. 224 or [jb@nhcf.org](mailto:jb@nhcf.org).



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**Frequently Asked Questions about the Neil and Louise Tillotson Fund**

1. *Which towns are covered by the Fund?*
  - The Fund has a preference for programs that benefit Colebrook, Pittsburg, Clarksville, Stewartstown, Dixville and other towns in Coos County, NH as well as bordering communities in Vermont, Maine and Canada.
  - The Fund will also consider applications that include these communities as a significant part of a larger regional effort.
  
2. *Can organizations that are based somewhere other than Coos County and bordering communities apply?*
  - Yes. As long as the services and/or activities being funded are designed to impact the communities of interest to the Fund.
  - Canadian organizations should speak with Program staff at the New Hampshire Charitable Foundation before applying.
  
3. *Can organizations apply to both the New Hampshire Charitable Foundation North Country Region and the Neil and Louise Tillotson Fund?*
  - Organizations should not submit more than one application in any given grant cycle.
  - Organizations applying for up to \$15,000 should apply directly to the New Hampshire Charitable Foundation North Country Region under the **September 1 and March 1 deadlines**. Staff will make a determination about eligibility for the Neil and Louise Tillotson Fund as well as other funds at the Foundation.
  - Organizations applying for over \$15,000 and up to \$100,000 should submit a concept paper directly to the Foundation under **the September 15 and March 1 deadlines**, specifying the Neil and Louise Tillotson Fund.
  
4. *Once an application is received by the Foundation, what is the process and how long does it take to receive a response?*
  - For applications of up to \$15,000 the process is as follows:
    - Step 1:* Program staff review applications for completeness. Incomplete applications are denied.
  
    - Step 2:* Program staff review complete applications on their merits. Staff typically call someone from your organization to discuss the proposal and may also contact other knowledgeable people in the community to further our understanding of your proposal, your organization, and your field.
  
    - Step 3:* The Neil and Louise Tillotson Fund Advisory Committee approves or declines grant applications at regularly scheduled meetings.



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*Step 4:* Applicants are notified of decisions by mail within 3 months of applying.

- For applications of \$15,000 and up to \$100,000 the process is as follows:

*Step 1:* Program staff review initial concept paper application for completeness. Incomplete applications are denied.

*Step 2:* Program staff review concept papers on their merits. Staff typically call someone from your organization to discuss the proposal and may also contact other knowledgeable people in the community to further our understanding of your proposal, your organization, and your field.

*Step 3:* The Neil and Louise Tillotson Fund Advisory Committee selects concept papers for further consideration at regularly scheduled meetings.

*Step 4:* Concept paper applicants are notified of decisions within 3 months of applying.

*Step 5:* Staff works with selected applicants to prepare a detailed application, including work plan, budget, and evaluation plan.

*Step 6:* The Neil and Louise Tillotson Fund Advisory Committee considers final applications and approves or declines final applications at regularly scheduled meetings.

*Step 7:* Applicants are notified of decisions within 2 months of final application.

5. *What is the time period for a grant?*

- Most grants will be for one year. In some instances, the Advisory Committee may consider multi-year applications, in which cases the grant may be for up to three years.

6. *Can a Town or other municipality apply for funding?*

- Yes. Tax-exempt public institutions such as schools, libraries, recreation departments are eligible to apply. Applications from public institutions will be most competitive if they can demonstrate financial and in-kind support from public sources (local, county, state and federal) and collaboration with community-based nonprofit groups.

7. *What is the total amount the Neil and Louise Tillotson Fund will distribute?*

- The Fund anticipates distributing about \$3 million by June 2007, depending on the number and quality of proposals received.